

**2012 Internship Program**  
**Organization: Southern Oregon Rehabilitation Center and Clinics**  
**Unpaid, Optional elective credit**

**Key responsibilities include:**

- Coordinating the publication of the organization's quarterly, online newsletter/magazine, *The Source*.
- Edit articles for grammar, fluidity, accuracy, and citations
- Maintain regular communication (by phone and email) with organization's staff and volunteers assigned articles
- Identify potential article topics and writers who can contribute to organization's publication
- Post key messages to social media outlets weekly: Website, Facebook Fan pages, Twitter and UTube weekly.
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All internships are located at the VA SORCC, 8495 Crater Lake Hwy, White City, OR 97503 for questions: Rhonda Haney, Public Affairs Specialist PH 541-830-7585

**Internship Application Process:**

In order to participate in our Internship Program the following guidelines apply:

1. Interested students must fill out the application in order to be considered for an internship. The application can be downloaded and e-mailed back as an attachment or mailed to our office at the below address. Applicants will also need to provide a current resume, two references, one letter of recommendation, and a brief written descriptive essay with the application.
2. Applicants must provide proof that they are currently enrolled as a student in an Institution of Higher Education.
3. Internships generally follow a pattern of 10-12 weeks. Internships may vary in length and time based upon candidates and program needs.
4. Interns requiring transportation are responsible for making arrangements on their own.
5. Internships for academic credit is supported, however, it is up to the student to make all necessary arrangements in advance with their faculty advisor and it is the student's responsibility to pay for any extra fees and all tuition costs associated with receiving academic credit for the experience.
6. Each intern is supervised by a full-time staff member of the organization.

7. There may be “other duties as required” from time to time in any internship. However, each intern will have specific expectations and administrative work is not seen as a major part of any internship in the organization.

8. Interns must have excellent research, writing and proofreading skills, good web search and computer software skills, organization skills, and Interns also must be able to work independently as a self-starter meeting deadlines

**2012 Southern Oregon Rehabilitation Clinic & Centers  
Publications/Social Media Intern Application  
Application Due Date for Internship: August 1, 2012**

Each applicant for an Internship must complete this application.

Full Name: \_\_\_\_\_

Nickname or preferred first name (if applicable): \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number or Cell Phone Number: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Dates available for Internship: \_\_\_\_\_

1. What college or university are you currently enrolled in \_\_\_\_\_

Graduate: Provide program name/level/campus \_\_\_\_\_

2. What is your primary area of study (major/minor): \_\_\_\_\_

3. What are your long-term career goals?

4. Please check all applicable indicators of computer skills/competencies:

- MacIntosh Operating System
- Word
- InDesign/Photoshop/Publishing Applications
- Powerpoint
- Excel
- Web Design
- Facebook
- Blogspot
- Twitter
- YouTube

5. What are the three skills, talents or traits that you are most proud of in describing your accomplishments to date:
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
6. From your personal experience or opinion, please write a descriptive essay illustrating how you feel social media can positively impact the health and safety of returning Veterans. Please cut and paste below or attach on a separate sheet. (250 words or less)
7. Are there any special needs or conditions that we should be aware of that may impact your ability to complete this Internship with our organization?

Please send this completed application with your descriptive essay, current resume, one letter of recommendation and contact information for two people not related to you who we can contact by phone or email as a personal reference.

You can send your application by August 1, 2012 via e-mail with **Publications/Social Media Intern Application** in the subject line to: [Rhonda.Haney@va.gov](mailto:Rhonda.Haney@va.gov) or mail to:

Department of Public Affairs  
8495 Crater Lake Hwy,  
White City, OR 97503  
Rhonda Haney, Public Affairs Specialist (692/135)